



# WIDEY COURT PRIMARY SCHOOL JOB DESCRIPTION



**POST TITLE:** Lunchtime Playleader/Mealtime Assistant  
**LOCATION:** Widey Court Primary School  
**GRADE:** Grade A  
**RESPONSIBLE TO:** Headteacher and School Operations Lead

This document outlines the duties required for the time being on this post entitled to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or level of responsibility entailed, for example, to cover the age and special needs of pupils and for those who eat packed lunches at school.

## School Meals

- Ensure that children entering the dining room/classroom have clean hands.
- Encourage good table manners and orderly behaviour in the dining room/classroom.
- See that drinking water is provided and assist in pouring water for young children.
- Assist young children in handling knives and forks and if necessary, cut up their food.
- Encourage children to eat the meal provided and encourage them in avoidance of waste.
- Assist young children in choosing a balanced meal.
- Supervise the orderly return of empty trays to a given point.
- Wipe down tables between sittings. Clean up after spillage of food, water or sickness in dining area/classrooms during mealtimes, ensuring areas are kept in hygienic conditions.
- To assist with SEN children during lunchtimes, if required (directed by the SENDCo).

## General

- Undertake playground duty, supervising by circulating amongst children.
- Attend to minor accidents, referring to Qualified First Aider when necessary and report to Headteacher/Class Teacher.
- Completing accident/incident forms.
- Attend and complete training as appropriate to the role
- Supervise children in designated area, other than playground, during wet weather.
- Ensure that children do not leave the school without permission of Headteacher.
- Assist in the demonstration of duties to new members of staff
- Assist the Head Teacher in ensuring the safety, welfare and appropriate conduct of pupils during the midday break period in accordance with the practices and procedures of the school, and in particular those in the class allocated under the duty rota.
- Be aware of and comply with policies and procedures relating to confidentiality, child protection, health, safety and security and data protection, reporting all concerns to an appropriate person.
- Undertake other duties appropriate to the grade of the post

**Signature:** .....  
**(Employee)**

**Date:** .....